

Pascoag Utility District Board of Commissioners

Regular Meeting Minutes- June 25, 2012

A meeting of the Pascoag Utility District was held on Monday, June 25, 2012 at 6:00 PM in the District Office at 253 Pascoag Main Street., Pascoag, RI 02859.

Members Present: Albert Palmisciano, Ann Polacek, Michael Kogut, Wallace Lees and Richard Jenks

Members Absent:

Mr. Palmisciano called the meeting to order at 6:00 PM

Minutes

1. Pledge of Allegiance

2. Public Comment

3. Committee Comments

- Finance Subcommittee-The Finance Subcommittee made a recommendation to the full Board to approve the Cost of Service results.**

- Policy Subcommittee- The Policy Subcommittee met and will continue the discussion of PUD's Sexual Harassment policy at next month's meeting. The Subcommittee, Management and Mr. Bernstein is reviewing the policy and will make suggestions for changes to the policy at the next meeting.**

4. Good and Welfare of the District

A. Docket No. 1725

For the period ending May 31, 2012, Pascoag Utility District disconnected 41 residential standard customers and one residential protected status customers. The average monthly balance was

\$212.33 for those that were terminated.

Pascoag had one account terminated for non-payment in excess of \$1,000 during this period. Pascoag Electric sent a total of 711 disconnection notices for this period. PUD entered into seven new written agreement and eighty-five verbal agreements with its standard customers. PUD has thirteen written agreements for customers who qualify for Protected Status. Forty-one out of eighty-five short term agreements were delinquent and seventeen out of thirty-nine written agreements have been broken during the month of May.

Motion to receive and file made by Mr. Lees, seconded by Mr. Jenks. The vote in favor was unanimous.

B. Meeting with Senator Whitehouse's Chief of Staff

Mr. Kirkwood stated that Mr. Carvallo had called him to set up a meeting where he could tour PUD's facilities. Mr. Kirkwood discussed the possibility of getting federal funds for remediation of the contaminated well field.

C. Facility Improvement Plan

Mr. Kirkwood said that he has seen a draft of PUD's Facility Improvement Plan which will be helpful to the Management team in the future. The Facility Improvement Plan was funded by the Federal Government. PUD now has a historical analysis of the Pascoag water system.

D. National Grid Meeting

Mr. Kirkwood and Mr. Guertin met with representatives from National Grid to discuss reconfiguring the system. Due to PUD's load decreasing because DPI is relocating, Management declined to

reconfigure the system.

E. NEPPA Board Meeting

Mr. Kirkwood visited the Littleton Facility. He believes it will serve NEPPA well and that the location is a more centralized place for the Linemen's schooling.

F. NEPPA Customer Service Award

PUD's Customer Service Representative, Julie Choquette was awarded the CSR Award due to her coordination of the water meter replacement project. The Board extended their congratulations to Ms. Choquette.

G. NEPPA Rodeo

The last NEPPA rodeo was held in June at the Pascoag Facility. Future NEPPA rodeos will be held at the Littleton Facility. Mr. Kirkwood said the linemen did an excellent job even though it was in the middle of a heat wave. NEPPA presented PUD with a commendation from Senator Whitehouse for the support the District has shown to the NEPPA Linesmen's program.

H. Burrillville Farmers Market

Mr. Kirkwood and Ms. Downs attended the grand opening of the Burrillville Farmers Market pavilion. It was a great event and well attended.

I. Julia Adams Retirement

Ms. Adams of Braver Auditing Firm retired. The District sent flowers in lieu of attending the party.

J. Thank You

K. Ms. Downs presented two thank you notes, one from the Pascoag

Library for a donation and one from Father Cabral of St. Joseph's church for removing a tree. Mr. Lees made a motion to receive and file, seconded by Mr. Jenks. The vote in favor was unanimous.

5. Approval of Minutes

- **Water Subcommittee Meeting-May 21, 2012**

Mr. Lees made a motion to approve the minutes as submitted, seconded by Ms. Polacek. The vote in favor was unanimous.

- **Regular BUC Meeting-May 21, 2012**

Mr. Lees made a motion to approve the minutes as submitted, seconded by Ms. Polacek. The vote in favor was unanimous.

- **Finance Subcommittee- June 11, 2012**

Mr. Lees made a motion to approve the minutes as submitted, seconded by Ms. Polacek. The vote in favor was unanimous.

6. Unfinished Business

A. 12-03- RICWFA Projects

Mr. Kirkwood was happy to report that the District had issued the RFP for tank painting and a pre-bid meeting was held for qualified companies. The bids will be in by 2:00 pm on Thursday. Russell Houde will review the bids and help choose the most qualified/cost efficient vendor. Mr. Kirkwood expects that work will begin sometime in August.

7. New Business

A. 12-10- Action Item: Cost of Service

Ms. Allaire stated that they are in the final stages of the Cost of Service and have met with the consultant. PUD's testimony is being reviewed along with David Bebyn's. Ms. Allaire hopes to file the COS

later this week. Mr. Lees made a motion to support the results of the Cost of Service, seconded by Mr. Jenks. The vote in favor was unanimous.

B. 12-11- Update to Charter

Mr. Kirkwood reported that the Governor had signed legislation to add the wording to the Charter in regards to serving Harrisville water customers.

C. 12-12- Action Item: New Investment Account

Ms. Allaire is creating a new electric account for the over collection of fuel revenues. Mr. Lees made a motion to allow the Chairman to sign the investment account paperwork, seconded by Mr. Jenks. The vote in favor was unanimous.

8. Financial Reports

A. Electric Department- April 2012

Mr. Lees made a motion to approve the Electric Financial Reports, seconded by Mr. Jenks. The vote in favor was unanimous.

B. Water Department- May 2012

Mr. Lees made a motion to approve the Water Financial Reports, seconded by Mr. Jenks. The vote in favor was unanimous.

9. Adjournment

Mr. Lees made a motion to adjourn, seconded by Ms. Polacek. The vote in favor was unanimous. The meeting was adjourned at 6:50 PM.

Wallace Lees, Secretary

Desarae Downs, Recording Secretary